



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAS PENSACOLA
190 RADFORD BLVD
PENSACOLA, FLORIDA 32508-5217

NASPNCLAINST 1320.3C IN REPLY REFER TO
Code 11200

MAY 27 1999

NASPNCLA INSTRUCTION 1320.3C

Subj: TEMPORARY ADDITIONAL DUTY TRAVEL ORDERS

Ref: (a) Joint Travel Regulations, Vol. 1 and 2
(b) OPNAVINST 5050.31C
(c) NAVMILPERSMAN Article 1812080
(d) BUPERSINST 11103.1D
(e) NAVMILPERSMAN Article 1810320
(f) NAVMILPERSMAN Article 2640140
(g) NAVMILPERSMAN Article 3020340
(h) PERSUPPACTPNCLAINST 4650.8

Encl: (1) Temporary Additional Duty Orders Request, NASP 1320/1
(2) Government Airlift Request, NASP 4630/5

1. Purpose. To prescribe procedures, responsibility, and policy concerning the issuance of military and civilian Temporary Additional Duty (TEMADD) travel orders.

2. Cancellation. NASPNCLAINST 1320.3B

3. Policy. Military and civilian travel will be handled per references (a) through (h) and this directive. Directors will finance military and civilian travel, maintain control and accountability of funds made available to their departments, and submit their fiscal year travel requirements to the Commanding Officer via the Comptroller prior to 1 October each year per reference (b).

4. Information

a. Joint Operational Support Airlift Center (JOSAC) replaces NALO and provides official business airlift which is validated to be more cost effective than commercial air travel. Military/Civilian personnel are directed to utilize JOSAC for official TEMADD travel. Upon receipt of a TEMADD Orders Request (enclosure (1)), the Departmental Airlift Coordinator must submit a Government Airlift Request (enclosure (2)) to the Flight Support Office, Building 1852.

b. Commercial Air Travel will only be authorized upon disapproval of airlift request from JOSAC. The commercial carrier will be the least costly service available. Commercial air reservations, berthing reservations, and car rental reservations for travelers will be made by the SATO section at Personnel Support Activity Detachment (PSD).

c. Privately Owned Conveyance/Vehicle. For TEMADD performed in the local Pensacola area, use of privately owned conveyance may be authorized. For TEMADD performed outside the local area, privately owned conveyance may be denied if less expensive means of transportation is available.

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d. Travel to commence on or about. One day of travel is authorized for TEMADD orders to any point in the United States. For example, for personnel attending TEMADD schools that commence on Monday, travel will begin on Sunday. More than 1 day travel time for travelers using private vehicles must be approved by the Executive Officer or Director, and must prove to be advantageous to the government in accordance with reference (e).

e. Additional remarks. Additional funds may be required for rental cars, taxis, or buses, and may only be requested by Department Heads/Special Assistants. Additional explanatory remarks should be included on NASP 1320/1 to justify the expense. Final approval of rental cars will be made by the Executive Officer or Director.

f. Leave may be authorized in connection with TEMADD orders per reference (g) at no additional cost to the government.

g. Advance payment of travel allowances are authorized for non-frequent travelers. As outlined in reference (h), advances of 80 percent will be paid if advance is equal to or over \$50. Exceptions are made when not having the advance causes undue hardship. All TEMADD orders requiring advance payment of travel must reach PSD 5 days prior to travel.

h. One-day trips. Advances for per diem and miscellaneous expenses for 1-day TEMADD trips will not be processed.

i. Definition of Frequent Travelers. Frequent travelers are personnel in pay grades E-7 or above and GS-9 or above, including civilian equivalent in the federal wage system or other pay system, who are expected to travel on official TAD/TDY at least twice a year. Equivalent positions shall be determined by the representative rates in effect for the positions which are equal to or greater than a GS-9 step 1 rate. Personnel outside this criteria but who are Visa government cardholders are also considered frequent travelers. A list of Visa members/frequent travelers is available in the Comptroller's Office.

j. Non-Frequent Travelers. Per reference (h), non-frequent travelers may draw 80 percent advancement on meals, miscellaneous expenses, and lodging.

5. Action

a. TEMADD Orders Requests. Department Heads and Special Assistants will route TEMADD Orders Request (NASP 1320/1) to the Executive Officer or their Director. After approval, the TEMADD request will be forwarded to the TEMADD Clerk, Personnel Support Office (PSO), Building 624, for preparation using the Orderwriter System. Travel Orders will be prepared in accordance with enclosures (1) and (2), with a TRICARE information sheet attached to all approved Travel Orders. The TEMADD Clerk will notify the Department point of contact or member when TEMADD Orders are ready for pickup. Members are responsible for picking up orders from PSO and taking to PSD for processing. The Commanding Officer will approve all requests for NAS Pensacola funding not previously approved as part of the annual budget plan. Requests for cost orders must be submitted to PSO 10 days prior to travel using NASP 1320/1.

(1) "No Cost" orders may be submitted to PSO at least 5 working days prior to travel using NASP 1320/1 by Directors/Department Heads/Special Assistants. Provisions for "No Cost" orders are outlined in reference (c).

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(2) The approved NASP 1320/1 will be retained with a copy of the orders by the TEMADD Clerk in PSO.

b. Conservation of Travel Funds. When requesting travel, Department Heads/Special Assistants should carefully screen all requests to ensure:

(1) Travel is cost effective in connection with essential official business.

(2) Its purpose cannot be efficiently accomplished by other means.

(3) The proposed duration is not greater than required.

(4) All possible measures have been taken to consolidate travel and number of persons on an assignment are held to a minimum.

c. Government Aircraft will be used for TEMADD travel. Enclosure (2) must be submitted to the Flight Support Office, Building 1852, prior to requesting other means of transportation. A copy of enclosures (1) and (2) must be forwarded to the TEMADD Clerk.

d. Commuted Rations. Enlisted members must surrender meal passes to the Quarterdeck before departing on TEMADD in accordance with reference (f).

e. Travel Claim Liquidation. A travel voucher form will be attached to the original orders. Within 5 days of completion of TEMADD, the traveler must return original orders and the completed travel voucher to PSD Travel. Member should include the original receipts for lodging, registration fees (if authorized in orders), rental car receipts (if authorized in orders, including fuel), and all other items \$25 or more.

6. Forms. Government Airlift Request, NASP 4630/5, and Temporary Additional Duty Travel Orders, NASP 1320/1, are available from Administration Department (Code 11100), Building 624.


K. M. SHANAGHAN
Acting

Distribution:

B

PWC Pensacola
(NASPNCLAINST 5216.1S)

Stocked to:

Commanding Officer
NAS Pensacola
190 Radford Blvd
Pensacola, FL 32508-5217

FROM:	DATE OF REQUEST:
TO:	DEPT., COORD. WORK TELEPHONE NUMBER:

NAME (Last, First, Middle Initial)	POSITION TITLE	RANK/ GRADE	SOCIAL SECURITY NO.

DATE OF DEPARTURE	DATE OF RETURN	NUMBER OF DAYS	FREQUENT TRAVELER	<input checked="checked" type="checkbox"/> NO	<input type="checkbox"/> YES
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PURPOSE OF TRAVEL/ITINERARY

FEFNO

☐ COST ☐ NO COST REIMBURSEMENT BASIS ☒ PERFORM ☐ TRANSPORTATION ☐ ACTUAL COST

MODE OF TRANSPORTATION

COMMERCIAL

GOVERNMENT

☐ AIR ☐ TAXI ☐ POV ☐ OTHER ☐ AIR ☐ VEHICLE ☐ SHIPRENTAL CAR: ☐ YES ☐ NO *RESERVATIONS MUST BE MADE WITH SATO*

BERTHING

GOVERNMENT QUARTERS AVAILABLE: ☐ YES ☒ NO

COST CODE:

SIGNATURES

REQUESTOR (Department Head)	DATE
AUTHORIZING OFFICIAL (Commanding Officer)	DATE

FOR ADMINISTRATION DEPARTMENT USE ONLY

TANGO NO.	PERDIEM	TRANS	MISC	TOTAL	COMMENTS/REMARKS:

PRIVACY ACT NOTIFICATION: Under the authority of 5 USC 301, your social security number is solicited for the purpose of processing your request for temporary additional duty orders. Disclosure of your SSN is necessary to maintain a numerical identification system for individual travel claims. It will not be divulged without your written authorization to anyone other than Navy and/or Marine Corps personnel involved with the processing of the request. You are not required to provide this information; however failure to do so may result in the denial of your request.

GOVERNMENT AIRLIFT REQUEST

DEPARTMENT SUBMITTING REQUEST

UIC

FAX NUMBER

DEPARTURE INFORMATION

PLACE OF DEPARTURE

ICAO

DATE

TIME

EARLIEST

LATEST

PLACE OF ARRIVAL

TIME

ARRIVAL

NO LATER THAN

NUMBER OF PASSENGERS

NUMBER OF CARGO ITEMS

DIMENSIONS

NAMES OF VIP'S TRAVELING (0-6 & Above)

REASON FOR TRAVEL (Determines priority code for lift)

REMARKS (Requesting anything beyond the normal)

POINT OF CONTACT

(Person needs to be at telephone extension day/after hours for verification of lift and for any changes that may occur)

NAME

TELEPHONE NUMBER

DAY TIME

AFTER HOURS

RETURN FLIGHT INFORMATION

PLACE OF DEPARTURE

DATE

TIME

EARLIEST

LATEST

PLACE OF ARRIVAL

ICAO

TIME

ARRIVAL

NO LATER THAN

NUMBER OF PASSENGERS

NUMBER OF CARGO ITEMS

DIMENSIONS

NAMES OF VIP'S TRAVELING (0-6 & Above)

POINT OF CONTACT

NAME

TELEPHONE NUMBER

**FAX REQUEST TO DPO, (Bldg. 3479) 452-5710
FOR FURTHER INFORMATION
CALL DPO AT 452-4481/4483**

AIR OPS DATE/TIME GROUP

☐

AIRLIFT REQUEST ACCEPTED

AIRCRAFT ASSIGNMENT

☐

AIRLIFT REQUEST REGRETTED

SHERMAN FIELD HOURS OF OPERATION

WEEKDAYS
0700 - 2300

SATURDAYS
1000 - 1800

SUNDAYS
1400 - 2200

HOLIDAYS
VARY